



Application for Community Center Usage Permit

This form is required for all community center facility reservation requests

Date Application Submitted: _____

Individual/Group Making Application: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ E-mail: _____

Community Center Requested: _____

Specific Rooms/Areas Requested: Clubroom (small) ☐ Clubroom w/kitchen ☐ Gymnasium ☐
Game Room ☐ Dance Studio ☐ Theatre (East Park) ☐ All Available Areas ☐ *Pool ☐

**Pool reservations require the services of a Metro Parks life guard, and additional fees apply.*

Neighborhood Recreation Center reservations include all available areas for one rental rate.

Fitness areas are not available for private reservations.

Date(s) of Requested Use: _____

Arrival Time: _____ Departure Time: _____

Note: Any set-up and cleaning time must be included in the reservation period.

Description of Proposed Activity: _____

Expected Maximum Attendance: _____

Indicate if the proposed activity involves any of the following: Fundraising ☐ Admission Fees ☐
Entry/Registration Fees ☐ Selling of Concessions/Merchandise ☐ Any Marketing/Sales Activities ☐

Will the activity or event be advertised or promoted to the public? Yes ☐ No ☐

If so, please attach a copy of any press release, flier or hand-out associated with the event.

All applications for the reserved use of a community center are subject to approval by the Facility Manager and/or the Superintendent of Recreation, based on compliance with Park Board policies and the availability of facilities and staff. Some activities may require additional staff or security, and additional fees may apply. Certain activities may also require Park Board approval. By signing below, the applicant agrees to adhere to all Park Board policies, facility rules and established fees published on the web at <http://www.nashville.gov/Parks-and-Recreation> and/or specified on the back of this application.

Applicant Signature: _____ Date: _____

Metro does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. For inquiries, call (615) 862-8400.

-----Below for official use only-----

Accepted and Approved by Metro Parks ☐ Disapproved ☐

Facility Manager: _____ Date: _____

Superintendent of Recreation: _____ Date: _____

1. Superintendent Copy

2. Facility Manager Copy

3. Customer Copy

Policies, Procedures and Fees for Reserving Community Center Facilities

A complete description of Metro Park Policies and Fee Schedules can be found on the web at:

<http://www.nashville.gov/Parks-and-Recreation/About-Us/Park-Board.aspx>

Procedures for making Community Center Reservations:

It is the policy of the Park Board that community center facilities may be rented by individuals or groups for private functions during times when the facilities are not otherwise open to the public or required for park operations. Reservations for facility rentals may be made in person or by phone with the facility manager and are subject to the following procedures:

- Reservations may be made up to 12 months in advance, with a non-refundable deposit equal to the first hour's rental fee. The balance is to be paid at least three-business days prior to the event.
- Payments must be made in person at the requested community center. Personal check with identification, cashier's check or money order is accepted.
- All reservations must be for a minimum of two-hours, and in one-hour increments. Any partial hour of facility use will be charged at the full-hour rate.
- For recurring events, such as church services and regularly scheduled meetings, an annual agreement may be requested in cooperation with the facility manager.
- Activities involving large groups (over 100) and/or high risk times of day may require the reserving party to provide security at their expense. All security plans must be approved by Metro Park Police.
- Additional fees may be required for events that involve the following; use of pools or aquatic facilities, independent athletic leagues, invitational tournaments, commercial activities and Park Board approved fundraising activities.
- Permits to use a facility for a fundraising event may be requested at least 60 days in advance by the following; organizations with a permit from the Tennessee Charitable Solicitations Board, educational institutions, organizations with IRS 501(c)3 status, and candidates for public office.

Facility Reservation Fees:	Davidson Co. Residents	Non-residents
Neighborhood Recreation Center (all areas)	\$50.00/hour	\$65.00/hour
Neighborhood Recreation Center (holiday rate)	\$75.00/hour	\$95.00/hour
<i>Holiday rates apply to: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day</i>		
Regional Recreation Center Fees		
Small Meeting Room	\$35.00/hour	\$40.00/hour
Large Meeting Room with Kitchen	\$50.00/hour	\$55.00/hour
Dance Studio	\$50.00/hour	\$55.00/hour
Black Box Theatre at East Park	\$75.00/hour	\$90.00/hour
Gym with Game Room	\$75.00/hour	\$90.00/hour
Entire Facility (pool/fitness areas excluded)	\$100.00/hour	\$110.00/hour
Indoor Swimming Pool Rental	\$75.00/hour	\$85.00/hour
Lifeguard fee (required for every 25 swimmers)	\$25.00/hour	\$25.00/hour

General rules for the private rental use of community centers:

- Alcohol, drugs and weapons are prohibited in community centers at all times.
- Community centers are smoke-free. Smoking is allowed in designated outdoor areas.
- Furnishings provided by the center are limited to tables and chairs currently on inventory at the center. Any additional tables and chairs must be provided by the reserving party.
- Set-up, break-down and clean-up time must be included in the reservation rental period.
- All areas used must be returned to the condition they were in prior to the rental period.
- All trash, decorations and other items brought in by the reserving party must be removed from the building.
- Special equipment brought in for events (i.e. inflatable play structures) requires a certificate of liability insurance coverage of \$1 million. (This is generally available from the rental company)
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.
- Parks staff has authority to stop any unsafe, destructive or illegal activity, and terminate the reservation in the event that policies and rules are continually violated.